

INTEROFFICE MEMORANDUM

LONGVIEW FIBRE COMPANY

12.3138 v2
6.29-93 2-21-78

Gene/SLB/ Paul
Good info - Are we
still doing ? If not
re-start KRB

DATE February 21, 1978

FROM NLB

TO GVS

COPIES

SUBJECT

Propane Tanks

We do not fill propane tanks on our plant site. They are filled by NWG personnel and then transported by cart behind a fork truck to a location outside our plant. The spare tanks are kept there until replacement tank is needed. At the 15 minute safety meeting held with all jitney drivers on 2-21-78, I covered all the concerning points of maintenance instruction #4 and 6.

All the drivers present said they followed all the procedures outlined except #2 of #4 which reads "Let motor run until engine stops". They have been instructed to do this from now on. Also we do not remove L.P. tank from truck at the end of each working day. Instead our policy has been to secure truck by shutting off manual valve and disconnecting hose from tank. I did not make change in this procedure other than to reinstruct drivers to manually close valve, run truck engine until motor stops and then disconnect coupling from tank.

Jitney drivers in the Seattle plant have been instructed to red tag damaged or defective tanks and report same to their foreman at once. These tanks are to be taken out of service until repaired.

The foreman make the arrangements thru John Christensen to have repaired. In John's absence they are to contact maintenance general foreman or shipping foreman. All repairs to tanks have been handled by PSI, a local jitney repair company.

All jitney drivers have been instructed to return empty tanks to shipping and not leave sitting around the plant.

Effective immediately we will require each L.P tank to be tested by a reputable firm every 2 months. The record of their finding will become part of our records.

KRB

To KRB 3-3-78

USEPA SF



1256791

February 24, 1978

PROCEDURE FOR CHANGING L.P. GAS TANKS IN SEATTLE PLANT:

CHANGING L.P. GAS TANKS - TRUCKS:

1. Close manual shut-off valve on tank.
2. Let motor run until engine stops.
3. Disconnect fuel line coupling and remove tank.
4. Place full tank on rack and secure.
5. Connect fuel line coupling.
6. Open manual valve slowly.

ALWAYS:

- A. End of each working day: Close manual shut-off valve on tank and let motor run until engine stops, disconnect hose from tank.

DO NOT:

- A. Place full or empty tanks anywhere except in storage rack provided.
- B. Attempt to make any adjustments on fuel system. Notify your Supervisor and maintenance department if trouble is experienced.
- C. Use a defective tank, or one which is improperly attached to jitney. Secure a red tag to tank, noting problem, initial and date. Report problem immediately to your supervisor.

NOTE:

L.P. Gas contains an odor. If odor is strong and continuous, park the truck and notify the maintenance department.